



**MEETING MINUTES**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Wednesday, July 24, 2019, 4:00pm**  
**Meridian City Hall, Robert D. Corrie Conference Room**  
**33 East Broadway Avenue - Meridian, Idaho**

**1. Call Meeting to Order [Winder]:**

At 4:01pm, Chairman Winder called the meeting to order.

**2. Roll-call Attendance [Winder]:**

|          |                                    |          |   |
|----------|------------------------------------|----------|---|
| <u>X</u> | Dave Winder – Chairman             | <u>X</u> | Dan Basalone - Member                       |
| <u>O</u> | Nathan Mueller– Vice-Chairman      | <u>X</u> | Tammy de Weerd – Member<br>[Left at 5:10pm] |
| <u>X</u> | Steve Vlassek– Secretary/Treasurer | <u>X</u> | Rob McCarvel – Member                       |
|          |                                    | <u>X</u> | Diane Bevan – Member                        |
|          |                                    | <u>X</u> | Treg Bernt – Member<br>[Left at 5:07pm]     |
|          |                                    | <u>X</u> | Kit Fitzgerald - Member                     |
|          |                                    | <u>X</u> | Todd Lakey – Counsel                        |
|          |                                    | <u>X</u> | Ashley Squyres – Administrator              |

**ACTION ITEMS**

**3. Confirm the Agenda [Winder]:**

A motion was made by Commissioner McCarvel and seconded by Commissioner Bernt to confirm the agenda.

ALL AYES.

**4. Approve Consent Agenda [Winder]:** These items will be approved by a single vote unless a Board member requests to remove an item for specific discussion and/or action.

- a. Approve Minutes of the July 10, 2019 Regular Meeting**
- b. Approve June 2019 Financials and Notice of Bills Paid**

A motion was made by Commissioner Bevan and seconded by Commissioner Bernt to approve the consent agenda.

ALL AYES.

**5. Consideration of approval of the Task Order with Keller Associates for the property survey of the Union Pacific Railroad Property and corresponding resolution 19-026 [Squyres/Lakey]**

Squyres reviewed the task order options for the UPRR property survey. Two options depending on whether or not the easternmost parcel is included. If option #1 with the center portion only, the cost would be \$4,400. If option #2 with the two parcels moves forward, the cost would be \$5,900. Squyres requested that the board approve up to \$5,900 in the event the two parcels are placed into MDC's lease. A motion was made by Commissioner Bernt and seconded by Commissioner McCarvel to approve up to \$5,900 for the survey.

ALL AYES.

**6. Consideration of approval of the Task Order Amendment for the construction administration of the CDBG downtown sidewalk project and corresponding resolution 19-027 [Squyres/Lakey]**

Squyres reviewed the task order amendment with the board. The amendment is necessary as the original scope of work was based on going out to bid one time versus three times. A motion was made by Commissioner Basalone and seconded by Commissioner de Weerd to approve the task order amendment in the amount of \$7,160.

ALL AYES.

**7. Consideration of approval of the Development Agreement with MKA, LLC and corresponding resolution 19-028 [Lakey/Squyres]**

Counsel Lakey reviewed the Development Agreement with the board. There will be 44 parking spaces in the dedicated public parking in the UPRR right-of-way. There will be an agreement between MKA and Retail West to allow for cross-access. MKA is requesting \$200k for the public parking. Once the public improvements are completed, then MKA can request reimbursement. The agreement specifies that MKA cannot use the public parking for their employee or fleet parking. MKA will be responsible for the maintenance of the public parking. Brandon Keller discussed the timing of construction of improvements. A motion was made by Commissioner Vlassek and seconded by Commissioner de Weerd for \$200k towards the public parking improvements as outlined in the Development Agreement.

ALL AYES.

**8. Executive Session pursuant to Idaho Code Section 74-206(1)(c) to consider acquiring an interest in real property which is not owned by a public agency.**

A motion was made by Commissioner Basalone and seconded by Commissioner McCarvel to go into Executive Session.

A motion was made by Commissioner Basalone and seconded by Commissioner McCarvel to come out of Executive Session.

**DISCUSSION ITEMS**

**9. Civic Block RFP Update [Lakey/Squyres]**

Squyres updated the board that the City Council allowed for the RFP to move forward at their meeting on the 23<sup>rd</sup> with minor modifications:

- Modification of the presentation language – three or less applicants = all will be interviewed. Over three applicants = top three will be interviewed.
- Parking – there will be up to 10-bonus points awarded for parking if additional, non-required parking is provided.
- Language added to be clear that the available city/MDC resources are stated in the RFP and if there are any questions as to additional resources, these should be submitted in writing during the open question period.
- Commissioner Bernt and Vlassek will be representing MDC on the selection committee.

**10. Old Town Lofts Update [Squyres]**

Squyres reviewed the update emails from the development team with the board.

**11. Upcoming Committee Meetings [Squyres]**

Squyres reviewed the upcoming committee meetings with the board.

**12. Counsel’s Report [Lakey]:** Counsel Lakey will review legal topics that need to be brought to the attention of the Board.

No report.

**13. Administrator’s Report [Squyres]:** Administrator Squyres will review topics that need to be brought to the attention of the Board.

Squyres provided a legislative update and an update on Ten Mile Urban Renewal District.

**14. Chairman’s Report**

No report.

**15. Public Comment**

No public comment.

**16. Adjourn the Meeting [Winder]:**

At 5:15pm, a motion was made to adjourn the meeting by Commissioner Basalone and seconded by Commissioner McCarvel.

ALL AYES.

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Dave Winder, Chairman